



## COURSES FOR INDIVIDUALS – EDITING SERVICE

- ✓ Our English language experts will proofread your document and correct all English language errors.
- ✓ We can also improve the style, clarity and structure, all for a low hourly rate
- ✓ Turnaround time is normally 2 – 3 days depending on size of document. However, if you need editing immediately, same day delivery is available.
- ✓ We use Microsoft Word's Track Changes feature, enabling you to accept or reject each modification made to your document.

Please note, to make sure your information is always protected, we use 256-bit SSL technology to transfer data.

You retain full copyright control and credit for your documents. Progressive English never collects or shares your information, and we never store your documents without your permission. Please see our Privacy Statement for further details.

### How it works

- Step 1: You** contact Progressive English and tell us your requirements
- Step 2: We** We do an initial check of your document and provide you a price estimate
- Step 3: We** fulfil your requirements
- Step 4: We** return to you your new document and invoice for completed works

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### What we teach

**We often edit the following for our clients:**  
Curriculum Vitae (CV)  
Speeches — welcome speeches, farewell speeches etc  
Brochures  
Presentations  
Bachelor's, Master's or PhD thesis  
Books  
Websites

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### Price

Low hourly rate of 90 CHF